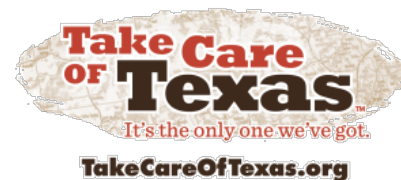


## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
Physical Address - 12100 Park 35 Circle, Bldg. A  
Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
(512)239-0102



**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**Fax:** (512)239-0111

**State Title:** License And Permit Spec II

**Functional Title:**

**Job Posting:** 16016

Monthly Salary: \$2595.33

Salary Group: B14

Posting Date: 09/23/2015

Close Date: 10/07/2015

Section/Division: Office Of Chief Clerk Section/ Office Of Chief Clerk Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: Two(2)

Position #(s): 0128,0113

### **Job Description:**

Reviews, tracks and monitors final issuance documents and various other data for the Office of Chief Clerk of the Texas Commission on Environmental Quality. Reviews and drafts instructions for Motions and cover letters for Executive Director's Response to Comments; and ensures completeness, accuracy, and compliance with state and federal regulations, policies, and guidelines. Reviews orders, permits, licenses and registrations issued as a result of Executive Director's action, and notices of the State Office Administrative Hearings (SOAH) hearings to ensure completeness, accuracy, and compliance with state and federal regulations, policies, and guidelines; and provides rule and policy guidelines for applicants, their representatives, and the general public. Maintains the Commissioner's Integrated Database to include updating the status of hearing and authorizations, and generating reports. Determines deadlines for notice and issuance actions, and calculates timeframes; prepares related documents, determines appropriate distribution, and disseminates them as required by specific procedural rules, statutes and policies. Provides technical assistance related to hearings and authorizations requirements to agency staff, the regulated community, the general public, and governmental entities.

**Military Occupational Specialty (MOS) Codes:** YN, 360, 0111, 3A1X1, and 3MoX1

### **Minimum Qualifications:**

Graduation from a standard senior high school or its equivalent plus four years of full-time experience performing administrative and technical support activities.

Fifteen semester hours of accredited college (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) work may be substituted for each six months of the required experience.

### **Preferred Requirements:**

Experience reviewing documents for accuracy and compliance with statutes, regulations and policies.

Experience identifying statutory or regulatory deficiencies.

Experience accessing the Commissioner's Integrated Database and/or Central Registry.

### **Special Requirements:**

Moving up to 15 pounds of office equipment, documents and files.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

### **Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer